

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/24/2012		2. CONTRACT NO. (If any) EP-W-11-015		6. SHIP TO: a. NAME OF CONSIGNEE Mavis Sanders, TOPO	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. PR-OEI-12-01264			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave NW MC 2842T Email: sanders.mavis@epa.gov Phone: 202-566-0646	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR ALON INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 6800 VERSAR CENTER STE 303				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Springfield		e. STATE VA	f. ZIP CODE 22151		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Mavis Sanders Max Expire Date: 09/25/2013 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$124,011.02
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/24/2012	CONTRACT NO. EP-W-11-015	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 12-13-B-H2E-401HD8-2505-H2E0006-12H2AEE032-0 01 BFY: 12 EFY: 13 Fund: B Budget Org: H2E Program (PRC): 401HD8 Budget (BOC): 2505 Cost: H2E0006 DCN - Line ID: 12H2AEE032-001 Period of Performance: 09/25/2012 to 09/25/2013					
0001	Base Period, EAD Collaboration Model Project Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: \$55,000.00 Period of Performance: 09/25/2012 to 03/25/2013				65,162.20	
0002	Option Period 1, EAD Collaboration Model Project Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form (Option Line Item) Period of Performance: 03/26/2013 to 09/25/2013				58,848.82	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$124,011.02

Base Period**Ceiling**

		<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$	-	(b)(4)	
Fixed Fee	\$	-		
Cost Plus Fixed Fee	\$	-	\$ 65,162.20	\$ 65,162.20

Funded

		<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$	-	(b)(4)	
Fixed Fee	\$	-		
Cost Plus Fixed Fee	\$	-	\$ 55,000.00	\$ 55,000.00

Base Period

- (a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.
- (b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."
- (c) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.
- (d) The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-052) and their Task Order proposal.

OIAA, Environmental Analysis Division (EAD)

EAD Collaboration Model Project

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

EPA's Office of Environmental Information (OEI) supports the Agency's mission of protecting human health and the environment through a broad array of critical information technology (IT) and information management (IM) activities. The Office of Information Analysis and Access (OIAA), located within OEI, seeks to continuously enhance the public's access to quality environmental data and information. OIAA provides the infrastructure and policies to ensure that EPA has a solid framework for information use, dissemination and analysis. The Environmental Analysis Division's mission is to provide quality scientific and analytical services to enhance environmental and health decision-making in the United States. EAD monitors the Toxics Release Inventory and emerging science issues making them available through internet sites and the Web-based products included in the "Suite of TRI Data Analysis Tools". EAD's tools include TRI Explorer, TRI.NET, TRI-CHIP and myRTK Mobile Application.

The goal of the EAD Collaboration Model Project and the subsequent division Special Meeting is to complete a comprehensive assessment of the effectiveness of current collaboration methods/tools used by EAD to work with EPA, OIAA, and EAD division staff members, and make specific recommendations for improvement. The recommendations shall be based on findings made through staff interviews, small case studies, and research on Agency web-based collaboration tools and other relevant external market information.

The EAD Special Meeting shall be used to discuss the collaboration model recommendations and EPA's My Workplace email and collaboration suite, and identify ways to improve the success of these activities and institutionalize them within the Division. In addition, there shall be a minimum of one (1) post Special Meeting Division-wide meeting to assess the effectiveness of the implemented actions and identify if there are any measurable improvements in EAD's collaborative efforts as a result of these actions. The follow-up meeting(s) will also be used to assess whether the adopted plans are becoming institutionalized and if they need to be updated to meet EAD's stated goal(s).

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

- 1) To conduct a formal assessment of EAD's current collaboration methods, products, and tools and make recommendations for improvement;

- 2) To facilitate an EAD Special Meeting to discuss the collaboration model recommendations and the transition to EPA's My Workplace email and collaboration suite; and
- 3) To facilitate a post-Special Meeting Division-wide meeting(s) to assess the implemented actions and identify areas that require improvement.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The Contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Prepare the Project's Workplan

The Contractor shall prepare a workplan within fifteen (15) calendar days of the task order's award. The workplan shall be based on feedback given to them during the task order's kick-off meeting. The workplan shall include the Contractor's technical approach to the requirements, resources to be used, and a timeline and due dates for the deliverables. The TOPO will review and approve the workplan.

Task 1 Deliverables and Schedule

1.1: Workplan within fifteen (15) calendar days of the task order's award; revised workplan within three (3) calendar days of receipt of TOPO's comments. The Final workplan is due one (1) week after receiving TOPO's approval.

Task 2: Development of a Collaboration Model Plan based on an organizational assessment, stakeholder interviews, an analysis of EPA's My Workplace, a literature search on organizational behavior, and the identification of best practices

The Contractor shall conduct an assessment of OIAA and EAD collaboration methods and tools. Methods and tools to be considered include email/calendars/contacts, web conferencing, personal video conferencing, instant messaging, document collaboration, sharing collaborative workspaces (for teams, workgroups, etc.), and professional networking.

The Contractor shall review EPA's My Workplace website and summarize the details of the collaboration suite, including the tools included in the suite, what they are intended for, and how they differ from those EPA is currently using. The summary shall include

how EAD can quickly transition from its existing collaborative methods to the My Workplace suite.

The Contractor shall complete an inventory and assessment of the types of collaboration activities and tools EAD currently uses through interviews with six (6) EAD, two (2) Toxics Release Inventory Program and two (2) Information Analysis Division staff members. The Contractor shall take the following questions into consideration when conducting these interviews:

- What collaboration tools and methods are currently used by EAD staff to reach other Agency offices and how useful are these tools?
- What general barriers hinder these collaboration efforts?
- What are some communication challenges currently faced by EAD staff while collaborating?
- How does EAD staff identify counterparts inside and outside of the Division that have the expertise and skills needed to assist with their projects?
- How useful does EAD find the opportunity to engage staff from other offices in their projects?
- What are some challenges EAD encounters relative to collaboration efforts on documents, projects and processes?
- How does EAD staff locate other employees that have access to internal data, documents or other information that is necessary to assist them with their projects?
- What other mechanisms for facilitating greater inter and intra-office collaboration would staff find useful?
- Which of these mechanisms could/should be implemented division-wide?

The Contractor shall conduct a literature search on organizational behavior in an effort to promote improved workforce mobility and increased capability to collaborate across the Agency.

The Contractor shall identify and recommend ten to twenty (10-20) best practices that will promote improved collaboration and communications among EAD, OIAA, and EPA staff members. These best practices must be tailored toward EPA's My Workplace, and must enhance EAD's internal and external collaborative efforts. The best practices must be relevant to communications, project management, logistical arrangement, and organization behavior.

The Contractor shall assemble the analyses, findings, summaries, best practices, and information obtained above into a draft EAD Collaboration Model Plan, which shall include recommendations for implementing and institutionalizing more effective collaboration methods/tools across the Division, and ways to periodically measure and assess Division-wide progress in this area.

Task 2 Deliverables and Schedule

2.1: Draft Collaboration Model Plan due no later than 150 calendar days from date of award; revisions due three (3) calendar days after receiving feedback from TOPO.

Optional Task 3: Provide Meeting Facilitation and Support for an EAD on-site Special Meeting

The Contractor shall develop an agenda based on recommendations from the EPA TOPO for a four-hour Special Meeting (consisting of approximately 25 people) to be held on site at EPA. EPA will arrange the meeting location and send out the calendar invitations. The purpose of the meeting will be to present and discuss the draft collaboration model plan and recommendations, and reach a consensus on the final recommendations and collaboration model plan. The Contractor shall assist the TOPO with the development of the agenda for this meeting, facilitate the meeting, and take minutes. The Contractor shall also assist with the development and compilation of meeting materials into a booklet. Materials may include copies of the agenda, background information, handouts, schedules, speaker biographical information (if applicable), and any materials necessary to support group exercises held during the meeting.

Optional Task 3 Deliverables and Schedule

3.1: Draft meeting agenda and recommendations due six (six) weeks prior to the Special Meeting; final meeting agenda due seven (7) calendar days after receiving comments from the TOPO. Any revisions requested to the final meeting agenda will be due three (3) calendar days after receiving feedback from TOPO.

3.2: Draft meeting materials due twenty (20) calendar days after approval of the final meeting agenda; revisions are due three (3) calendar days after receiving comments from the TOPO. Final meeting materials and booklet due fifteen (15) calendar days prior to the Special Meeting date. Any revisions requested to the final meeting materials will be due three (3) calendar days after receiving feedback from TOPO.

3.3: Draft meeting minutes (summary not verbatim) due fifteen (15) calendar days after the Special Meeting; requested revisions are due three (3) calendar days after receiving feedback from TOPO. Final meeting minutes are due one (1) week after receiving approval from the TOPO on the draft version.

Optional Task 4: Finalize the EAD Collaboration Model Plan, and assist EPA in the implementation of the Plan's recommendations

Based on the recommendations from the Special Meeting, the Contractor shall finalize the EAD Collaboration Model Plan. The final plan shall foster effective collaboration methods in an effort to enhance EAD's collaborative efforts including all current EPA

web-based tools or products that promote collaboration. The Plan shall include a schedule for implementing and institutionalizing the recommendations as well as a plan for periodically assessing Division-wide progress.

Optional Task 4 Deliverables and Schedule

4.1: Final Collaboration Model Plan due no later than sixty (60) calendar days from the commencement of option period 1; revisions due three (3) calendar days after receiving feedback from TOPO.

Optional Task 5: Post-Special Meeting Support

The Contractor shall work with the TOPO to create and distribute an evaluation survey to the participants of the Special Meeting to obtain feedback on the meeting. The Contractor shall summarize the survey results for EPA and utilize them to create a follow-up meeting assessment document.

The Contractor shall facilitate a follow-up evaluation meeting (two-four hours) on site at EPA after the Collaboration Model Plan has been finalized and implemented in an effort to assess the effectiveness of the implemented actions, identify any measurable improvements in EAD's collaborative efforts as a result of these actions, and assess whether the adopted plan is becoming institutionalized. EPA will arrange the meeting location and send out the calendar invitations. The Contractor shall make recommendations to update the original Collaboration Model Plan to ensure the initial stated goal(s) are met, if necessary, during this meeting.

Optional Task 5 Deliverables and Schedule

5.1: Draft survey due (TBD); revisions are due three (3) calendar days after receiving feedback from the TOPO. Final survey will be due one (1) week after receiving TOPO's approval on the draft version.

5.2: Draft follow-up assessment document due fifteen (15) calendar days after survey results are received; revisions are due three (3) calendar days after receiving feedback from the TOPO. Final assessment document will be due one (1) week after receiving TOPO's approval on the draft version.

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Contractor Support

☐ Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on site. Note:
All IBC vendors understand the requirement to attend on-site meetings.

1.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided. Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☒ No. The task order involves the provision of GFP.

Please describe the specific property to be provided as well as state the requirements for maintaining and accounting for this property, if applicable.

1.4.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or financial reporting.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.